

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
P.O. Box 214405 - 2829 Watt Avenue
Sacramento, California 95821-4405

CAL ARNG Supplement 1
to NGR 614-1

1 April 1987

Assignments, Details and Transfers
INACTIVE ARMY NATIONAL GUARD

Issue of further supplements to this regulation by subordinate commanders is prohibited unless specifically approved by OTAG.

NGR 641-1, 14 November 1986, is supplemented as follows:

Page 1-1, paragraph 1-1, PURPOSE. Add the following below paragraph 1-1:

1-1.1. TRANSFER AND DISCHARGE AUTHORITIES. All orders effecting transfer from the Active to the Inactive ARNG, transfer from the Inactive to the Active ARNG, and discharge from the Inactive ARNG will be issued by this headquarters, ATTN: CAMP-OPMS for officers and CAMP-EPMS for enlisted soldiers. All coding will be accomplished by this headquarters, ATTN: CAMP-SIB.

Page 2-1, subparagraph 2-2c, MUSTER. Add the following:

"Unit and intermediate commanders (Bn, Gp, Bde, Div) will consolidate report of their annual muster and forward the report through channels to reach OTAG, ATTN: CAMP-EPMS no later than 15 September 1987 and each year thereafter. The report will be formatted as shown at Figure 2-1, NGR 614-1 except it will be addressed through appropriate channels to OTAG."

Page 2-2, subparagraph 2-4a, ORDERS AND ADMINISTRATION. Add the following sentence:

"Publication of orders is accomplished by OTAG, CA, ATTN: CAMP-EPMS for enlisted soldiers and CAMP-OPMS for officers."

Page 2-2, subparagraph 2-5a, PROVISIONS REGARDING TRANSFERS. Add the following:

"Request for Transfers will be initiated by the soldier on CAL ARNG Form 614-1E. Completion of the form and submission through command channels is the unit's responsibility. Final approval rests with the Adjutant General or his designated representative."

Page 2-3, paragraph 2-8 AUTHORIZED TRANSFER TO THE ING. Add subparagraph q through y.

q. All orders effecting transfer from the Active to the Inactive ARNG, transfer from the Inactive to the Active ARNG, and discharge from the Inactive ARNG will be issued by this headquarters. All coding into SIDPERS will be

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accomplished by this headquarters. However, the responsibility to initiate timely personnel actions, such as requests for discharge and requests to return to an active status remain with the unit commander.

r. An individual's request will include necessary documents to verify the reason for transfer, for example, letters from employers, letters from doctors, etc., except for the two conditions shown below. The request will also include a statement from the individual explaining in full the reason for the requested transfer.

(1) Completion of six, four, three or one years Selected Reserve Obligation (4x2, 3x3, 6x2, 4x4, 3x5 or "Try One" enlisted options). Enlisted only.

(2) Non-obligated personnel who wish to remain affiliated with the Guard and extend their enlistment to go into the Inactive ARNG (enlisted soldiers only).

s. A "Soldier Status Summary" is required for all enlisted soldiers applying for ING assignment except for those soldiers that extend their enlistment for the purpose of assignment to the ING.

t. The unit commander will include a statement of counseling. This statement will be specific as to alternatives offered and steps taken to retain the individual in an active status. The Statement will also indicate that the soldier was provided information concerning the ING. See Figure 2-4, NGR 614-1.

u. Appendix E, CAL ARNG Form 614-1E, will be signed by the applicant. The unit commander will complete and endorse the request and forward through command channels for their review and recommendation to this headquarters. The effective date will be determined by this headquarters. Orders effecting a retroactive transfer will not be issued unless fully justified within the endorsing correspondence.

v. All correspondence relating to the Inactive ARNG will be sent to the appropriate office by inserting the correct office symbol as follows: For Officer Personnel, ATTN: CAMP-OPMS; and for enlisted personnel, ATTN: CAMP-EPMS.

w. The complete personnel records file will be retained by the unit, PAC or CAMP-CARE as appropriate until discharge or transfer to the ARNG occurs. The "Inactive" NGB Form 23 will be retained by the unit. The original (active) NGB Form 23 will be closed out and forwarded to OTAG, ATTN: CAMP-EPMS/ CAMP-OPMS as appropriate within 30 days of soldier being transferred into the ING.

x. When an individual is discharged from the Inactive ARNG, the unit to which the individual was assigned will, upon receipt of the discharge order, close-out and forward the personnel records to OTAG, ATTN: CAMP-CARE in accordance with NGR 600-100 or NGR 600-200. CAMP-CARE will close out those MPRJs for which they are the custodian.

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y. All instructions concerning the NGB Form 23 and its disposition regarding Inactive ARNG are contained in Chapter 3, CAL ARNG Suppl 1 to NGR 640-1.

Page 2-3, subparagraph 2-8m, AUTHORIZED TRANSFER TO THE ING. Delete the last sentence and add the following:

"Unit and intermediate commanders (Gn, Gp, Bde, Div etc) will recommend approval or disapproval and forward the request for the transfer to the ING for other reasons than stated through channels to OTAG for final actions. Soldiers should be made aware of the fact that final approval/disapproval rests with The Adjutant General or his designated representative."

Page 2-3, subparagraph 2-8n AUTHORIZED TRANSFER TO THE ING. Add the following sentence:

"This will require the execution of DA Form 4836, Oath of Extension of Enlistment or Reenlistment under the provisions of NGR 600-200."

Page 3-1, paragraph 3-5, RETENTION. Add subparagraph c and d:

c. A roster of personnel will be provided to the State Retention Office 60 days prior to ETS. This will allow assistance in counseling the soldier on the benefits of extending his/her enlistment in the ING or returning to an active status.

d. The unit of assignment will submit a request for discharge of those individuals who are about to ETS and do not desire to extend their enlistment/re-enlistment 30 days prior to their ETS using CAL ARNG Form 600-2-R. (1 May 86) ASG-LOS-RSN: * _____ CHAR-SEP: * _____ CURR-ORG-INDT: * _____, will be entered beside "special instruction".

* NOTE: Refer to SIDPERS: Standard Installation Division Personnel System, Part I, Data Element (ARNG Coding Manual) - ADSM-18-P19-HSD-BUR-UM.

Page 3-2, paragraph 3-6, TRANSFER FROM ING TO ACTIVE STATUS IN THE ARNG. Subparagraph 3-6d is superdeded as follows:

d. Soldiers transferring to an active status which will require them to travel OCONUS or enter an active duty for training status for more than 30 days will be HTLV-III tested prior to entering these statuses, unless HTLV-III tested within the last 12 months.

Page 3-2, paragraph 3-6, TRANSFER FROM THE ING TO ACTIVE STATUS IN THE ARNG. Add subparagraph f and g:

f. To transfer an individual from the Inactive to the Active ARNG, the following procedure will govern:

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(1) If the individual desires to return to the unit to which assigned, the unit will forward the request to reach this headquarters at the earliest possible date. Effective date will be determined by this headquarters. Retroactive date will not be authorized unless fully justified.

(2) If the individual is assigned to a unit other than the unit to which he/she desires transfer, the gaining unit will forward the request through the unit of assignment to reach this headquarters at the earliest possible date. Effective date will be determined by this headquarters. Retroactive date will not be authorized unless fully justified.

(3) All requests for transfer from the Inactive to the Active ARNG will be forwarded to this headquarters, ATTN: CAMP-EPMS utilizing CAL Form 600-3-R (1 May 86). A copy of the order assigning soldier to the ING will be attached to the request.

g. Upon receipt of orders transferring an individual to the Active ARNG, the personnel records will be forwarded, if applicable, to the individual's new unit of assignment or the California Personnel Service Center (CAMP-CARE) as appropriate.

Page 4-2, paragraph 4-5, TRANSFER FROM ING TO ACTIVE STATUS IN THE ARNG.
Subparagraph 4-5b is superceded as follows:

b. Officers transferring to an active status which will require them to travel OCONUS or enter an active duty for training status for more than 30 days will be HTLV-III tested prior to entering these statuses unless HTLV-III tested within the last 12 months.

Page 4-2, paragraph 4-5, TRANSFER FROM ING TO ACTIVE STATUS IN THE ARNG. Add the following to subparagraph 4-5d:

"Request for transfer from the ING to an active status will contain the officer's adjusted Promotion Service Date (PSD) and Promotion Eligibility Date (PED). Request will not be processed until these dates are received."

ADD Chapter 5.

ADD Appendices A through E.

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(CAMP-EPMS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Major General
The Adjutant General

ANDERSON, S. H. OFFICIAL
COL (CA), FA CAL ARNG
Director of Administration
DISTRICT 1
A

The seal is circular with a double-lined border. The outer ring contains the text "STATE OF CALIFORNIA" at the top and "DEPARTMENT OF MILITARY AND AERONAUTICS" at the bottom, separated by stars. The center of the seal features the word "OFFICIAL" in a large, bold, serif font. Overlaid on the seal is a rectangular stamp containing the text: "ANDERSON, S. H. OFFICIAL", "COL (CA), FA CAL ARNG", "Director of Administration", "DISTRICT 1", and "A".

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CHAPTER 5

INVOLUNTARY SEPARATION OF ENLISTED PERSONNEL TO THE INACTIVE NATIONAL GUARD (ING)/INDIVIDUAL READY RESERVE-USAR--(IRR)

5-1. PURPOSE. This chapter establishes the procedures for involuntary separation actions to the Inactive National Guard (ING)/Individual Ready Reserve-USAR-(IRR) of enlisted soldiers of the California Army National Guard.

5-2. APPLICABILITY. The procedures outlined in this chapter apply to all enlisted soldiers of the CAL ARNG who have:

- a. Nine or more unexcused absences from unit training assemblies; or,
- b. Unexcused absence from Annual Training; or,
- c. Failed to obtain assignment during a 90 day leave of absence; i.e., release (DD Form 368) or a 60 day Interstate Transfer.

5-3. IMPORTANCE OF PROCESSING. Unit readiness and the soldier's well being is jeopardized if processing of unsatisfactory participants is delayed. This chapter provides commanders the procedures and forms necessary to process enlisted soldiers for involuntary separation within the parameters of each individual Guardsman's obligatory status.

5-4. FORMS. Initial distribution will be made by this headquarters of all forms to be used in processing unsatisfactory participants. Additional forms may be requested by submitting a DF request to this headquarters, ATTN: CAAS-GF. Forms are identified below:

- a. CAL ARNG Form 614-1A (Notification Letter) dated 1 Apr 87.
- b. CAL ARNG Form 614-1B (Unit Commanders Checklist) dated 1 Apr 87.
- c. CAL ARNG Form 614-1C (Letter of Notification - Unexcused Absence) dated 1 Apr 87. This form will be sent certified mail (return receipt requested) for period(s) of AWOL(S).
- d. CAL ARNG Form 614-1D (Recommendation for Involuntary Separation of CAL ARNG Enlisted Personnel) dated 1 Apr 87.

5-5. CATEGORIES OF ENLISTED PERSONNEL REGARDING THEIR RESERVE OBLIGATION. a. Statutorily Obligated Guardsman. A soldier with a remaining military service (6 year or 8 year) obligation who does not have prior active enlisted service, less than 180 days, in a regular component.

b. Prior-Service Obligated Guardsman. A soldier with a remaining military service (6 year or 8 year) obligation who does have prior active service, over 180 days, in a regular component.

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c. Contractually Obligated Guardsman. A soldier who does not have a remaining military service (6 year or 8 year) obligation, but does have a contractual agreement with the CAL ARNG.

5-6. **PROCESSING OF UNSATISFACTORY PARTICIPANTS.** a. Unsatisfactory Participation Definition. A soldier of the California Army National Guard may be declared an unsatisfactory participant by his/her unit commander for one of the following reasons:

(1) A soldier has accrued nine or more unexcused absences during a one year period, see Chapter 4, AR 135-91 for explanation of accrual of unexcused absences.

(2) A soldier has failed to attend or complete Annual Training.

(3) A soldier has failed to obtain assignment during a 90 day leave of absence; i.e. release (DD Form 368) or a 60 day Interstate Transfer.

b. Actions by the Unit Commander.

(1) When a soldier of a CAL ARNG unit has been declared an unsatisfactory participant due to failure to obtain assignment during a 90 day or 60 day leave of absence (paragraph 5-6a(3) above), the unit commander will:

(a) Return the soldier to an appropriate active training pay category code by forwarding a CAL ARNG Form 680-3-4 indicating the effective date to be the 95th day or 65th day following the issuance date of the release (DD Form 368) or interstate transfer to this headquarters, ATTN: CAMP-SIB, no later than the 100th day or 70th day of soldier's release or Interstate Transfer issuance date.

(b) Once the return to active status action has been accomplished, the unit commander will initiate one of the following procedures:

1 If it has been determined that the soldier requires another release, the unit commander may issue one based upon his authority; however, it is mandatory that the return to active status coding be accomplished prior to re-issuance. As a reminder, a DD Form 368 should only be issued if assignment to another ARNG unit is not possible and the only alternative is another reserve or active component. Releases may not be "extended" under any circumstances. -OR- If it has been determined that the soldier failed to fulfill his/her responsibilities in accordance with AR 135-91 or NGR 600-200, the unit commander will check the appropriate reason in paragraph 2 of CAL ARNG Form 614-1A and send the form to the soldier by certified mail (return receipt requested). A 30 day suspense period for the soldier to respond is provided. Further processing of this action is continued in paragraph 5-6b(3) below.

2 When a soldier of a CAL ARNG unit has been declared an unsatisfactory participant due to either accrual of nine or more unexcused absences during a one year period or failure to attend or complete Annual Training, the unit commander will check the appropriate reason in paragraph 2 of CAL ARNG Form 614-1A and send the form to the soldier to respond.

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3 If the soldier requests assistance, counseling will be accomplished to find an alternative to involuntary separation from the CAL ARNG.

4 If attempts are unsuccessful or CAL ARNG Form 614-1A is returned undeliverable complete CAL ARNG Form 614-D and forward through command channels to reach this headquarters, ATTN: CAMP-EPMS-E (Box 40) with the following documentation attached, if applicable:

(a) CAL ARNG Form 614-1A (for all three categories referenced in paragraph 5-6a above).

(b) CAL ARNG Form 614-1B (for all three categories).

(c) CAL ARNG Form 614-1C (attached only if request is based on paragraph 5-6a(1) above).

(d) Copies of DA Form 1379 properly documented in accordance with NGR 680-1.

(e) Copy of DD Form 368 or NGB Form 22-4-R with return receipt information (attach only if request is based on paragraph 5-6a(3) above).

(f) Proof of reduction in accordance with NGR 600-200.

5 Adverse actions requires the commanders signature on all requests, and either the commander's or administrative officer's signatures on all endorsements thereto.

5-7. **DA FORM 1379 INSTRUCTIONS.** Once a CAL ARNG unit forwards a soldier's case for involuntary separation, he or she will be carried in a "J" status on the DA Form 1379, pending receipt of orders.

5-8. **ACTION BY INTERMEDIATE COMMANDER(S).** Each intermediate commander(s) or designated authority will add his/her recommendation to that of the unit commander and forward the case to this headquarters, ATTN: CAMP-EPMS-E (Box 40).

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APPENDIX A

DISPOSITION FORM			
OFFICE SYMBOL OR FILE REFERENCE		SUBJECT	
		Notification Letter	
TO	FROM	DATE	CMT 1
<p>1. I am initiating action to involuntarily transfer you to the Inactive National Guard/Individual Ready Reserve (USAR), as appropriate. Upon expiration of your term of service (ETS), your service may be characterized as UNDER HONORABLE CONDITIONS.</p> <p>2. The reason for my proposed action is: (check one)</p> <p>a. <input type="checkbox"/> You have accrued nine or more unexcused absences during a 12 month period.</p> <p>b. <input type="checkbox"/> You have failed to attend or complete annual training.</p> <p>c. <input type="checkbox"/> You have failed to obtain assignment during a leave of absence.</p> <p>3. I will not process this action for 30 days to enable you to get in touch with me and explain why you should not be declared an unsatisfactory participant. There are several alternatives we can discuss. If there are circumstances that have prevented your attendance or delayed your enlistment in another unit, please inform me so I can be of assistance.</p> <p>4. You are directed to complete the bottom part of this form, sign, date and return to me as soon as possible in the inclosed envelope. A telephone call to _____ (Unit's phone number) will enable us to discuss alternatives. However, if I do not hear from you within 30 days, I must follow through with my proposed action in paragraph 1 above.</p> <p>1 Incl Return envelope postage & fees paid</p> <p>..... Commanding</p> <p>TO: _____ FROM: _____ DATE: _____ CMT 2 (Unit Commander) (Soldier's Name)</p> <p>I have received your notification letter. The reason(s) for my absence is/are:</p> <p>DISTRIBUTION: Original to SM 1 - Soldier's 201 File 1 - Next Higher Headquarters 1 - 30 Day Suspense File</p> <p>(Soldier's Signature) Current Address and Phone Number: _____</p>			

CAL ARNG Form 614-1A (1APR87) Supersedes CAL ARNG Form 614-1A (1DEC82) which is obsolete

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APPENDIX B

Unit Commander's Checklist

		DATE		
NAME	SSN	UNIT		
CHECK APPROPRIATE ANSWER		YES	NO	N/A
1. Is signed and witnessed orientation statement present in soldier's 201 file?				
2. Has soldier had and acknowledged subsequent annual review of his/her orientation statement if necessary?				
3. Has soldier accrued nine or more unexcused absences during a 12 month period?				
4. Are copies of DA Forms 1379 documented IAW NGR 680-1 indicating periods of unexcused absences present in soldier's 201 file?				
5. Has soldier been reduced (AR 600-200 and NGR 600-200 applies) include copies of orders.				
6. For each unexcused absence, was CAL ARNG Form 614-1C delivered to soldier prior to the next assembly by certified mail?				
7. For each unexcused absence charged because of failure to meet appearance standards or because of unsatisfactory participation, does the CAL ARNG Form 614-1C clearly advise the soldier of the reason?				
8. Are copies of the letters (#6 and #7 above) for each unexcused absence present in soldier's 201 file with return receipt information?				
9. Is CAL ARNG Form 614-1A present in soldier's 201 file with return receipt information?				
10. Is paragraph 3 of CAL ARNG Form 614-1D fully detailed?				
11. If soldier failed to attend or complete annual training, is a copy of annual training's DA Form 1379 properly documented IAW NGR 680-1 present in soldier's 201 file?				
12. If soldier failed to locate a unit within 90 days or 60 days as appropriate, is a copy of DD Form 368 or NGB Form 22-4-R in soldier's 201 file?				
13. Has soldier been cleared of all federal property, or have appropriate property accountability actions (Stmt of Chgs, Cash Coll Voucher and/or Report of Survey been initiated IAW AR/NGR 735-11 for all missing, lost, damaged or destroyed property?				

(SIGNATURE OF UNIT COMMANDER)

DISTRIBUTION:

Original to soldier's 201 File

CAL ARNG Form 614-1B (1 Apr 87) Supercedes CAL ARNG Form 614-1B (1 Dec 86) which is obsolete.

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APPENDIX C

(Office Symbol)

(Date)

SUBJECT: Letter of Notification - Unexcused Absence

1. Attendance records of this unit show you were:

a. ☐ Absent from the scheduled unit training assembly (UTA) or multiple unit training assembly (MUTA) on _____ (Period(s) and Date(s))

b. ☐ Charged with unexcused absence on _____ (Period(s) and Date(s)) because of:

(1) ☐ Improper military appearance; or

(2) ☐ Unsatisfactory performance of assigned duties.

2. Under the provisions of AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.

3. Unless absences indicated in paragraph 1 are excused, you will have accrued _____ unexcused absences within a one year period. The one year period begins on the date you incurred your first unexcused absence.

4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency or other circumstances beyond your control. If your absence was due to one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency or circumstances, requesting that it be excused. Your absence cannot be excused unless your request and affidavit or certificate are received within 15 days of the date you receive this letter.

5. You will be notified in writing within 10 days after receipt of your request as to whether the absence has been excused.

6. If you have family responsibilities that are causing hardship or if your civilian job is of critical importance to the national or community health, safety or interest, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.

7. As you are aware, if you accumulate nine (9) unexcused absences within a one year period, you can be declared an unsatisfactory participant. If this action is taken, a board of officers may be convened to consider the circumstances and make appropriate recommendations. The board may recommend immediate discharge under other than honorable conditions or transfer to the Individual Ready Reserve (IRR)/Inactive National Guard (ING) for the balance of your statutory obligation at which time you will be discharged, normally under conditions other than honorable or under honorable conditions discharge.

8. I want to emphasize that the stigma, handicap and consequences of receiving an other than honorable discharge or under honorable conditions discharge can have a lasting adverse affect. You should give careful consideration to the consequences of accumulating additional unexcused absences for you are also subject to the military justice system; which means, that you can be tried by military courts-martial.

9. In accordance with NGR 600-200, you are being considered for reduction by reason of inefficiency (unauthorized absence from drill).

10. (Used for E5's and above only). This unit has received approval from the President of the reduction board and a board will be held on _____ at _____ hrs at _____.

11. You have the right to present any matters you feel are pertinent in rebuttal.

a. If you are an E5 or above and a board date has been indicated in paragraph 12 above, you may present information at that time.

CAL ARNG Form 614-1C (1 Apr 87) supercedes CAL ARNG Form 614-1C (1 Dec 82) which is obsolete.

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APPENDIX C (continued)

(Office Symbol)

(Date)

SUBJECT: Letter of Notification - Unexcused Absence

b. If you are an E4 or below, no board action is required; however, you may present rebuttal by contacting this office within 15 days of receipt of this letter, by phone, in person or mail. If no rebuttal is received within 15 days, publication of reduction orders will be requested.

12. Once orders have been published, a copy will be mailed to you. You may have the right to appeal under the provisions of AR 600-200.

13. I hope that as a result of this letter you will take immediate steps to improve your attendance.

14. The next scheduled assembly for this unit is _____ hours, on _____, 19 ____.

DISTRIBUTION:
Original to Soldier
1 - Soldier's 201 File
1 - Suspense File

RECEIPT OF THE ORIGINAL HEREOF IS ACKNOWLEDGED:

(Signature of Addressee if Possible)

NOTES

* Individual Unit Designation

** Signature and Signature Block of Unit Commander or designated representative

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APPENDIX D

(Unit Designation)

(Office Symbol)

(Date)

SUBJECT: Recommendation for Involuntary Separation of CAL ARNG
Enlisted Personnel

THRU: Command Channels

TO: Commander, State Military Forces
ATTN: CAMP-EPMS
2829 Watt Avenue
Sacramento, California 95821

1. This recommendation letter concerns:

a. Full name: _____	f. ETS: _____
b. Rank/grade: _____	g. PMOS: _____
c. SSN: _____	h. DMOS: _____
d. PEBD: _____	i. PARA: _____
e. HOR: _____	LINE: _____

2. The soldier named in paragraph 1 above has been declared an unsatisfactory participant because he/she has (check one):

- a. ☐ Accrued nine or more unexcused absences during a twelve month period; or,
- b. ☐ Failed to attend or complete annual training; or,
- c. ☐ Failed to obtain assignment during a 60 or 90 day leave of absence (inter-state transfer or release - DD Form 368).

3. Recommend that this soldier be involuntarily separated from the active CAL ARNG in the following manner (check one).

- a. ☐ Soldier is a statutarly obligated Guardsman who may represent a mobilizable asset; therefore, recommend involuntarily transfer to the ING.
- b. ☐ Soldier is a statutarly obligated Guardsman who does not represent a potential mobilizable asset because _____:

therefore, recommend discharge and transfer to the appropriate USA Control Group (IRR).

- c. ☐ Soldier is a prior service obligated Guardsman who may represent a potential mobilizable asset; therefore, recommend involuntary transfer to the ING.
- d. ☐ Soldier is a prior service obligated Guardsman who does not represent a potential mobilizable asset because _____:

therefore, recommend discharge and transfer to the appropriate USAR Control Group (IRR).

CAL ARNG Form 614-1D (1 Apr 87) Supercedes CAL ARNG Form 614-D (1 Sep 86) which is obsolete.

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APPENDIX D (continued)

con't

3. (con't)

- e. _____ Soldier is a contractually obligated Guardsman who may represent a potential mobilizable asset; therefore, recommend involuntary transfer to the ING.
- f. _____ Soldier is a contractually obligated Guardsman who does not represent a potential mobilizable asset because _____; therefore, recommend discharge and transfer to the appropriate USAR Control Group (IRR).

4. Unless the soldier performs all requirements while assigned to the ING/IRR in a satisfactory manner, this soldier's service should be characterized as General upon discharge (ETS).

Encl
proper documentation

Commanding

DISTRIBUTION:
Original = 1 go to soldier's 201 file
1 - Unit file

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APPENDIX E

FORMAT FOR LETTER REQUESTING TRANSFER
TO THE INACTIVE ARNG

(Date of Application) _____ (Soldier's Permanent Mailing Address) _____
(H) _____ (W) _____
(Home phone - work phone numbers)

SUBJECT: Application for Transfer to the Inactive ARNG

(Unit of Assignment and/or Attachment) _____

1. I, _____, hereby apply
(first name, MI, last name, SSN, rank)
for transfer to the California Inactive ARNG.

TO BE COMPLETED BY UNIT PERSONNEL

Unit (3 digit) Payroll Number (PRN): _____

Soldier's PEBD: _____ ETS: _____ *DMOS: _____ *PARA: _____ *LINE: _____

*NOTE: Entries are required to insure there are compatible skills in the unit for soldier if transferred back in an active status. This does not dedicate a unit position, but insures there is a compatible MOS/SSI duty in the unit.

2. My reason for this request is (check one):

- a. ☐ Temporary change in residence.
- b. ☐ Temporary incompatibility with civilian employment.
- c. ☐ Temporary physical disability.
- d. ☐ Weight Control Program.
- e. ☐ Completion of the six, four, three or one years Selected Reserve Obligation (4x2,3x3,6x2,4x4,3x5 or Try One option)
- f. ☐ Non-obligated personnel who wish to remain affiliated and extend their enlistment to go into the ING ARNG.
- g. ☐ Temporary overseas residency/Out-of-State residence/Missionary.
- h. ☐ Females assigned to closed position or unit - DPQP policy.
- j. ☐ Other good and sufficient reasons as determined by OTAG, CA.
- k. ☐ Other Reasons IAW NGR 614-1

(Indicate subparagraph)

3. I understand and agree to the following while a member of the ING:

- a. I will be available for mobilization with a unit of the ARNG in the event of an emergency, either State or National.

CAL ARNG Form 614-1E (1 Apr 87) supercedes CAL ARNG Form 614-1E (1 Sep 86) which is obsolete.

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APPENDIX E (continued)

- b. I will be required to report for "annual muster day" during each training year or fiscal year.
 - c. I will be required to maintain a current periodic physical.
 - d. I will immediately report any change of my current address and phone number (home and business) to my unit commander or designated representative.
 - e. I will immediately report to my unit commander or designated representative any change to my status, such as physical condition or family situation, that could affect my mobilization status.
 - f. If I do not return to the Active ARNG upon reaching my ETS, I will be discharged unless I meet all requirements outlined in NGR 614-1 and extend my enlistment under the provisions of NGR 600-200. (Enlisted soldiers only).
4. If assigned to the Inactive ARNG, I understand that:
- a. I will be covered by the Serviceman's Group Life Insurance (SGLI) program for a 120 day grace period from the effective date of the order.
 - b. Once the 120 day grace period expires, I will no longer be covered by the SGLI Program unless authorized under the provisions stated in paragraph 2-14, NGR 614-1 dated 14 November 1986.
5. During the period of ING ARNG, I cannot earn retirement points except to complete correspondence subcourses that I have been enrolled in prior to the beginning of the Inactive status.
6. I further understand that an annual Muster Day assembly for all Inactive ARNG personnel will be held at the time of a regularly scheduled unit assembly.

(Type Grade/Name of Applicant)

(Signature of Applicant)

(SSN)

(Branch of Service - Officer
Personnel Only)